

MEMORANDUM TO: Assistant Directors and Staff Chiefs  
FROM : Acting Executive  
SUBJECT : CIA Russian Language Training Program

1. Arrangements have been completed to initiate a three-phase course of instruction in the Russian language for employees of this Agency. This training program will be conducted as a function of the Testing, Standards and Training Branch, Personnel Division. The course of instruction will be an unclassified intra-Agency activity and will be supported as an Agency service. Employees, who are nominated and approved for instruction will be credited with official duty time for hours spent in class. ✓

2. Classes organized under this program will commence on 9 October 1950, and will be held in rooms located at  Present facilities provide for four separate classes, each accommodating ten students, to be set up as follows:

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a. Two classes of basic instruction in Russian, to consist of three 2-hour sessions per week for 26 weeks.

b. Two classes of intermediate level instruction in Russian, to consist of two 2-hour sessions per week for a period of 20 weeks. (Note: Advanced instruction will be substituted for intermediate training in one or both of these classes should qualifications of selected students warrant.)

3. A tentative weekly schedule of meeting periods for these four classes is provided in Attachment A. (Variations as to specific hours for classes will be considered should the regular duty assignments and preferences of students show practicable justification for such changes.)

4. A brief description of the subject matter to be covered and objectives to be attained in the basic, intermediate, and advanced phases of Russian language training is given in Attachment B.

5. Inasmuch as the number of CIA employees desiring instruction in the Russian language is judged to be greater than the number that can be accommodated at the onset of this program, temporary quotas will be established by the Personnel Director, for the various Offices expected to nominate candidates.

6. It is requested that Assistant Directors and Staff Chiefs concerned forward lists of candidates with names arranged in order of priority as to need for this training, to the Chief, Personnel Division not later than 4 October.

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Encs: Attachment A - Class Schedule

Attachment B - Description of Courses  
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